



Extra Tournament/Event Policy & Procedure

Purpose:

This document sets out the guideline policy and procedure of Sacramento United for how the club will proceed with the process for teams to compete in extra tournaments or events that are not covered by the club dues. Extra events will be allowed by the club when seen appropriate by the coach, Group Age Director (GAD), and Technical Director (TD) and when procedures are followed as noted below.

Procedure:

1. The team coach will ask the appropriate GAD if they can take their team to participate in an extra tournament or event.
2. If the GAD agrees, they will inform the TD
3. The team coach or manager will ask the families if they are interested in attending the tournament either verbally, via email, text, or google form. Families are to be informed that they will have to cover the cost of the tournament, including the coach's travel expenses.
4. If there are enough players that would like to attend, the coach will inform the GAD and the GAD will register the team for the tournament using the club credit card.
5. The GAD will inform the coach of what the total charge on the credit card was for tournament entry plus any credit card processing fees.
6. The coach will email the Registrar at registrar@sacunited.com. Coach will provide the Registrar with the following:
 - Team attending tournament
 - name of the tournament
 - tournament dates
 - tournament registration amount plus any fees charged by the tournament for credit card processing
 - expected total of coach's travel expenses (typical coach travel reimbursement amounts apply)
 - full name of every player that will attend the tournament
7. Registrar will enter the information into a new tab on the Tournament – player payments document on the Google drive. Payments per player will be calculated by adding the total cost of tournament attendance, including coach's travel and any system fees, then dividing the total cost by the number of players attending minus 2. This is done because it often happens that some players end up not being able to attend the tournament for many different reasons. In order to account for this, the cost is spread out by the total number of players minus 2. The spreadsheet is set up to account for this.

8. Registrar will inform the coach of how much each family will be required to pay and when the due date will be for payment.
9. Coach will email the families to inform them of how much they will pay and let them know that they will receive the invoice from the Sports Engine (SE) system. Coach will also inform them that all players must have accounts that are not past due and must pay the tournament fee by the date set by the Registrar.
10. Registrar will create an invoice in SE for each player to collect the total amount per player.
11. Registrar will update the Tournament – player payments document as payments are made.
12. The day after the invoice due date, Registrar will email the coach with an update on the team's payment status and will inform them if there are players that did not make the payment.
13. Coach will contact the family of any players that have not paid to get them to make payment.
14. Registrar will continue to keep the coach informed of when payments are made and who continues to have an outstanding balance. Registrar will also send email notices from SE regarding the need to pay the invoice.
15. After the event, the coach will provide their travel reimbursement request to the Director of Finance at finance@sacunited.com. They will also cc the Registrar on the reimbursement request so the Registrar knows how much the final travel expenses were.
16. Registrar will update the tracker tab on the Tournament – player payments document to note how much was collected from the team and how much the total expenses totaled. If the team overpaid for the tournament, the overage amount should be divided by the number of players and each family should be issued a credit to the next invoice due in their player account. If the player is paid in full, they should be issued a refund of their portion of the overage.

Policy

- If a player confirms that they will play in the tournament, but then is not able to attend, they will not be charged.
- If additional players are added to the roster after the invoices are sent out, they will also be invoiced at the same amount everyone else was invoiced.
- Players should not be allowed to play in the tournament if they have not paid. However, if a player does not pay but still attends the tournament, they can have their player pass pulled per the Fees Policy & Procedure since this will show up as a past due invoice on their account.